

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO.

1201

PAGE
NO.

1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH AND MENTAL HYGIENE - MEDICAL CARE OPERATIONS ADMINISTRATION
PROGRAMS & LIAISON DIVISION - MARYLAND PHARMACY ASSISTANCE PROGRAM (MPAP)

Item No.	Description	Retention
1.	<p><u>Eligibility Case Records:</u></p> <p>As a minimum, all files in this category contain a DHMH Form 2794 (MPAP) Application) for each year of application. In addition, the file may contain one or more of the following forms and documents used in processing each application as required:</p> <ul style="list-style-type: none"> o DHMH Forms: 63, 1092, 3008, 3447, 3778, 4026, and 4027. o MPAP Forms: Request for Additional Information, Notification of Certification, Alien Information, Fraud Statement, Notice of Extended Benefits, Requests for Rental Income Information. o Internal Revenue Service Forms: 1040, 1040A and W2 o Maryland State Income Tax Return Form 503 o Social Security Administration Forms: 2458 and 4927SM o Veteran's Administration Form: 21-8332A-1 o Railroad Retirement System Benefit Letter o Civil Service Commission Annuity Card o MPAP Forms: Transmittal of Appeal Documents and Brief of Appellee Case Summary. o Applicant's request for an appeal hearing. o (As Appropriate): Notice of Hearing Reschedules Notices of Hearing Determinations Notice of Applicant's Withdrawal of Appeal Notice of Failure of Applicant to Appear for Hearing. o Memo of Referral-Subject: Request for Field Investigation and (When received) Medical Care Compliance Administration Letter: Results of Field Investigation. 	<p>1.) Eligibility Case Records with no record/conviction of fraud/theft Destroy after Three (3) Years</p> <p>2.) Eligibility Case Records with a record/conviction of fraud resulting in a misdemeanor Destroy after Five (5) Years</p>
2.	<p><u>General Correspondence:</u></p> <ul style="list-style-type: none"> o Miscellaneous correspondence received by the Maryland Pharmacy Assistance Program o Copies of MPAP correspondence dispatched o Program-generated studies o Projections of enrollment increases o Financial expenditures and program operating costs o Proposed legislative and regulatory changes. 	<p>Review files periodically</p> <p>Destroy material when obsolete</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Head of Records Commission

8/1/89
Date

Joseph E. Davis
Signature

MOCA
ADMINISTRATOR
Title

8/28/89
Date

State Archivist

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 2

1. DEPARTMENT/AGENCY
DHMH/MEDICAL CARE OPERATIONS ADMIN.

2. DIVISION
Programs & Liaison

3. UNIT
MARYLAND PHARMACY ASSISTANCE PROGRAM

DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Eligibility Case Records

5. EARLIEST YEAR/LATEST YEAR
1979 TO CURRENT

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

See Attached Continuation Sheet

7. RECORD SERIES FORMAT(S)
☐ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME
☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
203
NUMBER

10. ANNUAL ACCUMULATION
☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
35
NUMBER

11. FILE IS USED Active Files
☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
☐ MONTH(S) ☐ YEAR(S)
See attached Continuation Sheet
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Room SS 7-A, Building 201 (O'Connor)
Room LL43, Building 301

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(IF YES, CITE LAW(S) & REGULATION(S).

16. AUDIT REQUIREMENTS
☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

Soc. Sec. Admin./DHMH Agreement: Release of SSA Information

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
☒ YES ☐ NO
Manual/Alpha

18. RECOMMENDED RETENTION
1.) Eligibility Case Records with Three (3) Years
no record/conviction of fraud/theft
2.) Eligibility Case Records with Five (5) Years
a record/conviction of fraud
resulting in a misdemeanor.

19. NAME AND TITLE OF PREPARER
John W. Baker
JOHN W. BAKER, PROGRAM MANAGER

20. TELEPHONE NUMBER
225-5392

21. DATE
July 25, 1989

CONTINUATION SHEET

ITEM #6: RECORD SERIES DESCRIPTION

Maryland Pharmacy Assistance Program (MPAP) Eligibility Case Records provide information on all persons who have applied for MPAP certification. As a minimum, all files in this category contain a DHMH Form 2794 (MPAP Application) for each year of application. In addition, the file may contain one or more of the following forms and documents used in processing each application as required:

- o DHMH Forms: 63, 1092, 3447, 3778, 4026 and 4027.
- o MPAP Forms: Request for Additional Information, Notification of Certification, Alien Information, Fraud Statement, Notice of Extended Benefits, Requests for Rental Income Information.
- o Internal Revenue Service Forms: 1040, 1040A and W2
- o Maryland State Income Tax Return Form 503
- o Social Security Administration Forms: 2458 and 4927SM
- o Veterans' Administration Form: 21-8332A-1
- o Railroad Retirement System Benefit Letter
- o Civil Service Commission Annuity Card

In addition, for persons appealing denial or termination of MPAP eligibility, the Eligibility Case Record will also contain:

- o DHMH Form: 3008
- o MPAP Forms: Transmittal of Appeal Documents and Brief of Appellee Case Summary.
- o Applicant's request for appeal hearing.
- o (As Appropriate): Notice of Hearing Reschedules
Notices of Hearing Determinations
Notice of Applicant Withdrawal of Appeal
Notice of Failure of Applicant to Appear for Hearing

For those persons who have been referred to the Medical Care Compliance Administration (MCOA) for possible fraud or abuse of MPAP eligibility, the Eligibility Case Record will also contain:

- o Memo. of Referral-Subject: Request for Field Investigation and (When received) Medical Care Compliance Administration Letter: Results of Field Investigation.

The purpose of the MPAP Eligibility Case Record is to establish the financial basis for MPAP eligibility, record issuance and revocation of MPAP Identification Cards, and status of recertification of applicants. They are the data source for Program Management and reports and to satisfy inquiries regarding unit operational efficiency and performance. They may include records incident to appeals of denial or termination of eligibility, and referrals to the MCCA involving possible fraud or abuse of eligibility.

ITEM 12: FILES BECOME INACTIVE:

Cannot be predetermined. Ineligibility may result from movement out-of-State, change in financial eligibility, certification for Medical Assistance, death, or voluntary request for termination of request for eligibility.

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7175 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 2 OF 2

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MARYLAND PHARMACY ASSISTANCE PROGRAM

DEFINITION-RECORD SERIES--A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

GENERAL CORRESPONDENCE

5. EARLIEST YEAR/LATEST YEAR

1979 TO CURRENT

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

See Continuation Sheet

7. RECORD SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM
☒ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

☐ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
3
NUMBER

10. ANNUAL ACCUMULATION

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
1/2
NUMBER

11. FILE IS USED

☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER See Continuation

NUMBER ☐ MONTH(S) ☐ YEAR(S) Sheet

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Room SS-7-A, Building 201 (O'Connor)

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S)).

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

☒ YES ☐ NO

Alphabetical/Topic

18. RECOMMENDED RETENTION

Review files periodically.
Destroy material when obsolete.

19. NAME AND TITLE OF PREPARER

JOHN W. BAKER, PROGRAM MANAGER

20. TELEPHONE NUMBER

225-5392

21. DATE

July 29, 1989

ITEM #6: RECORD SERIES DESCRIPTION:

Miscellaneous correspondence received by the Maryland Pharmacy Assistance Program, copies of MPAP correspondence dispatched, program-generated studies, projections of enrollment increases, financial expenditures and program operating costs, and proposed legislative and regulatory changes.

ITEM #12 FILES BECOME INACTIVE:

Cannot be predetermined. Files are periodically reviewed to identify material which is obsolete.